CAMEO Data Import Instructions

Follow these instructions to import TIERII data from your Idaho Bureau of Homeland Security - State of Idaho 2008 CAMEO CD-ROM.

Make sure that you are using the current version of CAMEO*fm*.   To use the TIERII information on the CD-ROM you must be using version 2.0. You can check for the version you are using after you open the CAMEO program.   More can be found at http://www.epa.gov/oem/content/cameo/index.htm

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Starting CAMEO

1. Start CAMEO by clicking on the **Start** button.
2. Next go to **Programs** and find the **CAMEOfm** group.
3. In the **CAMEOfm** group find the **CAMEO** shortcut and click on it.

4. You should get the screen on the left when the program starts.

The version of your CAMEO can be found in this corner after starting the program.   If you are not using version 2.0, go to this web site to download the CAMEO update files needed.
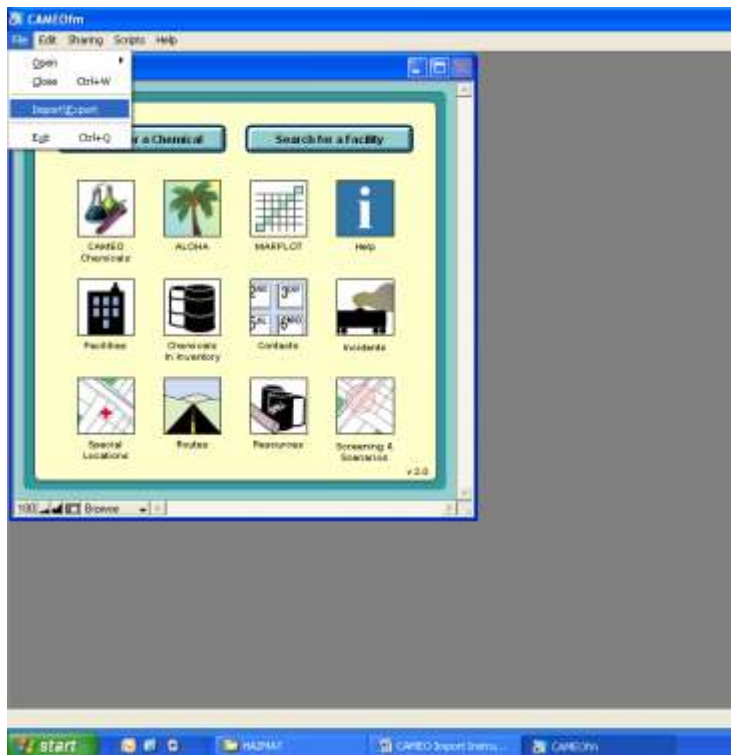
Backing up CAMEO data

1. Click on **File**, and then select **Import/Export**.
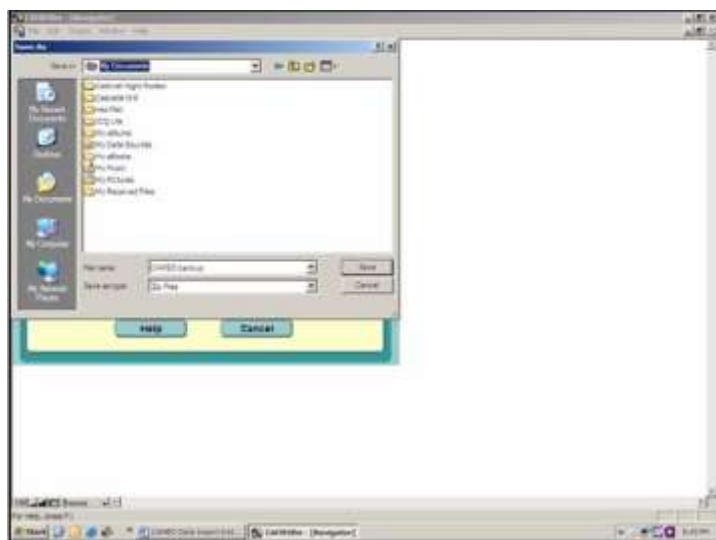

2. The **CAMEO Import/Export** screen, on the left, should appear on your screen.

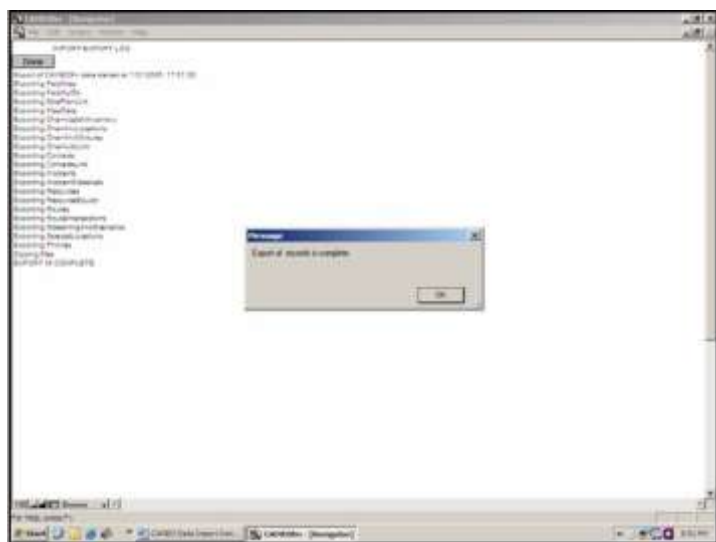3. Click on the **Export** button.

4. The **Export CAMEOfm Data** screen will open up.

5. Select the **Export All CAMEO Data** button to proceed.

6. Type the name of the backup file and click on the **Save** button.

*CAMEO will create a zip file that will contain all of your old data.*

7. As CAMEO is creating the zip file it will list all of the modules that information is being exported from.

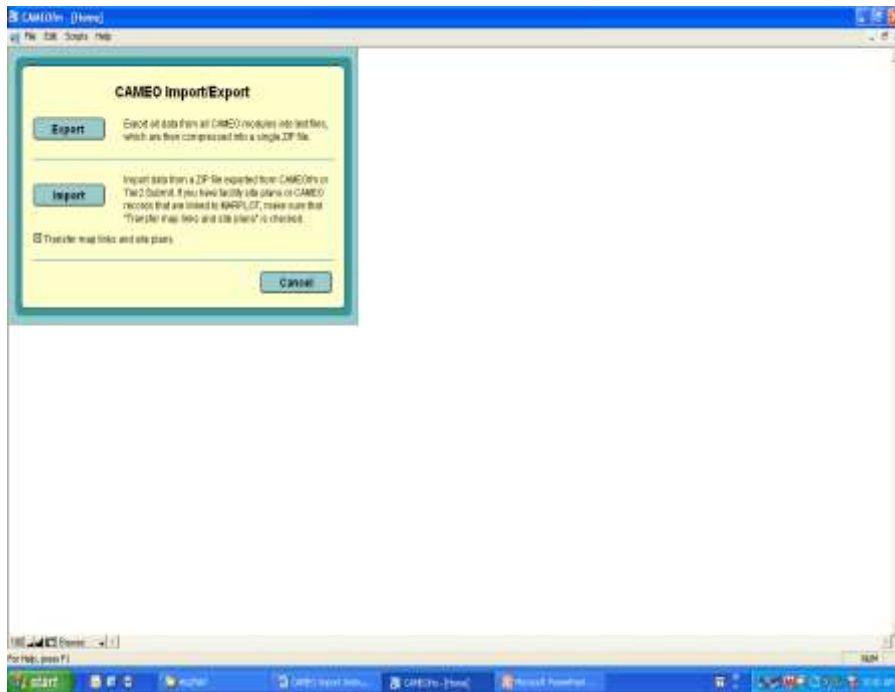8. When CAMEO is finished a message box will appear stating **Export of all records is complete**.

9. Click on the **OK** button to proceed.

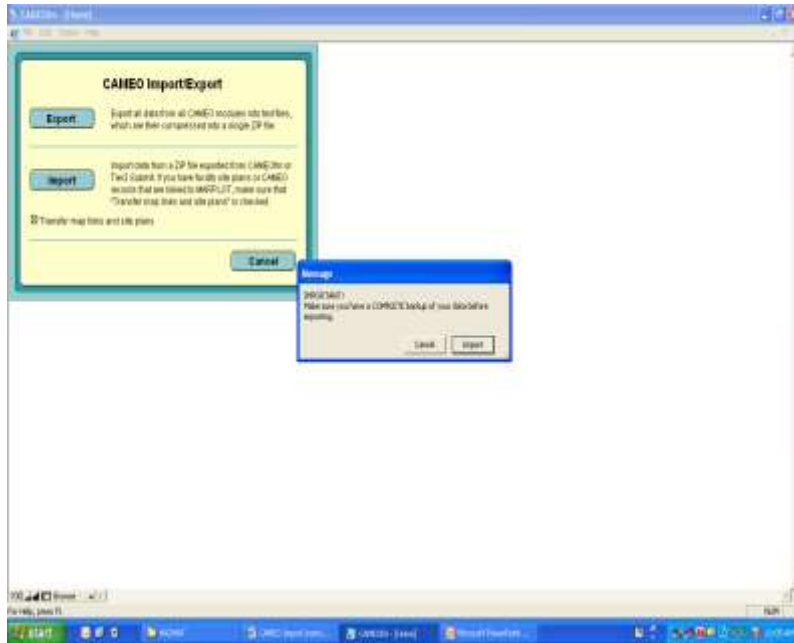10. To finish click on the **Done** button to complete the export process.
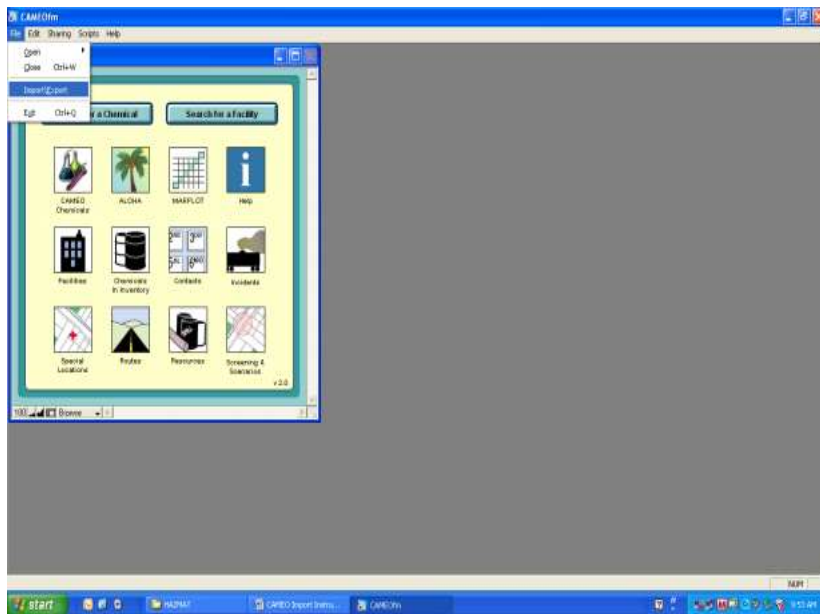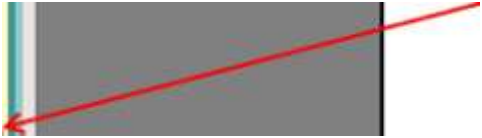
Importing New CAMEO Data

1. To import new data click on **File**, then select **Import/Export**.

2. The **CAMEO Import/Export** screen, on the left, should appear on your screen.

3. Click on the **Import** button.

4. When CAMEO starts the import process you will get this standard warning message.

> *IMPORTANT! Make sure you have a COMPLETE backup of your data before importing.*

5. Click on the **Import** button to continue.

> *NOTE: If you have not backed up your CAMEO data, click on **Cancel**, then follow the steps listed in the **Backing up CAMEO Data** section above.*

6. Select the correct CD-ROM drive to find the CAMEO **08 Cameo files by county** zip file.

7. Click on the **Open** button to continue.
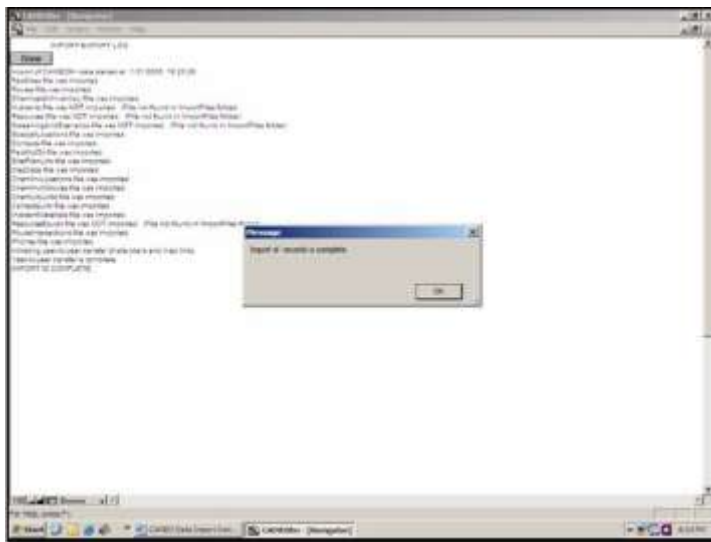
8. When CAMEO is finished importing the zip file a message box will appear stating **Import of records is complete**.

9. Click on the **OK** button to proceed.

10. To finish click on the **Done** button to complete the export process.

11. You are now ready to use CAMEO and the new information that has been imported.